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Parts I and II  
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**AFSC 4J0X2**

**Physical Therapy**



**CAREER FIELD EDUCATION  
AND TRAINING PLAN**

**CAREER FIELD EDUCATION AND TRAINING PLAN  
PHYSICAL THERAPY SPECIALTY  
AFSC 4J0X2**

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#### Summary of Changes

This CFETP was revised and updated based on the outcome of the August 1998 Utilization and Training Workshop. Changes were based on the 1998 Occupational Survey and from Air Force MAJCOM functional representatives.

## Part I

### *Preface*

**1. Purpose.** This Career Field Education and Training Plan (CFETP) is a comprehensive education and training document that identifies life-cycle education/training requirements, training support resources, and minimum core task requirements for the physical therapy specialty. The CFETP will provide personnel a clear career path to success and will instill rigor in all aspects of career field training. **NOTE:** Civilians occupying associated positions will use Part II to support duty position qualification training.

**2. Explanation:** The CFETP consists of two parts; both parts of the plan are used by supervisors to arrange, manage, and control training within the career field.

2.1. Part I provides information necessary for overall management of the specialty. **Section A-General Information** explains how everyone will use the plan; **Section B-Career Progression Information** identifies career field progression information, duties and responsibilities, training strategies, and career field path; **Section C-Skill Level Training Requirements** associates each level with specialty qualifications (knowledge, education, training, and other); **Section D-Resource Constraints** lists deficiencies in resources needed to accomplish the training mission. Some examples are funds, manpower, equipment, facilities; **Section E-Transitional Training Guide** identifies transition training requirements for SSgt through MSgt in the event of a merger with another AFS. Presently, this area is reserved.

2.2. Part II includes the following: **Section A-Specialty Training Standard** (STS) includes duties, tasks, technical references to support training, Air Education and Training Command (AETC) conducted training, wartime course, core task, and correspondence course requirements; **Section B-Course Objective List** identifies the standards supervisors will use to determine if airmen satisfy training requirements. You can request a copy of the 3-skill level course objectives by calling or writing to the schoolhouse at DSN 736-3344 or write to 382 TRS/XYAE, 917 Missile Road, STE 3, Sheppard AFB, TX 76311-2263. A copy will be sent to you as soon as possible. **Section C-Support Materials** identifies available support materials. An example is a Qualification Training Package (QTP) which may be developed to support proficiency training. These packages are identified and made available on the official AF Publications website ([www.afpubs.hq.af.mil/pubs](http://www.afpubs.hq.af.mil/pubs)); **Section D-Training Course Index** is a tool that supervisors can use to determine if resources are available to support training. Included here are both mandatory and optional courses; **Section E-MAJCOM Unique Requirements** identifies requirements supervisors can use to determine if additional training is required for the associated qualification needs. Currently this area is reserved. **Section F-Documentation of Training** provides guidance on documentation of training (medical specific) and six-part competency folder documentation.

**3. Plan:** Using guidance provided in the CFETP will ensure individuals in this specialty receive effective and efficient training at the appropriate point in their career. This plan will enable us to train today's work force for tomorrow's jobs. At the unit level, supervisors and trainers will use Part II to identify, plan, and conduct training commensurate with the overall goals of this plan.

#### 4. ABBREVIATIONS/TERMS EXPLAINED

**Advanced Training (AT).** Formal course which provides individuals who are qualified in one or more positions of their Air Force Specialty (AFS) with additional skills/knowledge to enhance their expertise in the career field. Training is for selected career airmen at the advanced level of the AFS.

**Air Force Job Qualification Standard/Command Job Qualification Standard (AFJQS/CJQS).** A comprehensive task list, which describes a particular job type or duty position. JQS's are used by supervisors to document task qualification. The tasks on AFJQS/CJQS are common to all persons serving in the described duty position.

**Allocation Curves.** The relation of hours of training in different training settings to the degree of proficiency that can be achieved on specified performance requirements.

**Career Field Education and Training Plan (CFETP).** A CFETP is a comprehensive, multipurpose document encapsulating the entire spectrum of education and training for a career field. It outlines a logical growth plan that includes training resources and is designed to make career field training identifiable, to eliminate duplication, and to ensure this training is budget defensible.

**Career Training Guide (CTG).** A document that uses Task Modules (TMs) in lieu of tasks to define performance and training requirements for a career field.

**Continuation Training.** Additional training exceeding requirements with emphasis on present or future duty assignments.

**Core Task.** A task Air Force Career Field Managers (AFCFMs) identify as a minimum qualification requirement within an Air Force specialty regardless of duty position.

**Course Objective List (COL).** A publication derived from initial/advanced skills course training standard, identifying the tasks and knowledge requirements, and respective standards provided to achieve a 3-/7-skill level in this career field. Supervisors use the COL to assist in conducting graduate evaluations in accordance with AFI 36-2201, Developing, Managing and Conducting Training.

**Enlisted Specialty Training (EST).** A mix of formal training (technical school) and informal training (on-the-job) to qualify and upgrade airmen in each skill level of a specialty.

**Exportable Training.** Additional training via computer assisted, paper text, interactive video, or other necessary means to supplement training.

**Field Technical Training (Type 4).** Special or regular on-site training conducted by a field training detachment (FTD) or by a mobile training team.

**Instructional System Development (ISD).** A deliberate and orderly, but flexible process for planning, developing, implementing, and managing instructional systems. It ensures personnel are taught in a cost efficient way the knowledge, skills, and attitudes essential for successful job performance.

**Initial Skills Training.** A formal resident course which results in an AFSC 3-skill-level award.

**Occupational Survey Report (OSR).** A detailed report showing the results of an occupational survey of tasks performed within a particular AFS.

**On-the-Job Training (OJT).** Hands-on, over-the-shoulder training conducted to certify personnel in both upgrade (skill level award) and job qualification (duty position certification) training.

**Optimal Training.** The ideal combination of training settings results in the highest levels of proficiency on specified performance requirements within the minimum time possible.

**Qualification Training (QT).** Actual hands-on task performance training designed to qualify an individual in a specific duty position. This portion of the dual channel on-the-job training program occurs both during and after the upgrade training process. It is designed to provide the performance skills required to do the job.

**Qualification Training Package (QTP).** An instructional package designed for use at the unit to qualify, or aid qualification, in a duty position or program, or on a piece of equipment. It may be printed, computer-based, or in other audiovisual media.

**Representative Sites.** Typical organizational units having similar missions, weapon systems or equipment, or a set of jobs, used as a basis for estimating average training capacities and costs within the Training Impact Decision System (TIDES).

**Resource Constraints.** Resource deficiencies, such as money, facilities, time, manpower, and equipment that preclude desired training from being delivered.

**Skills Training.** A formal course which results in the award of a skill level.

**Specialty Training.** A mix of formal training (technical school) and informal training (on-the-job) to qualify and upgrade airmen in the award of a skill level.

**Specialty Training Package and COMSEC Qualification Training Package.** A composite of lesson plans, test material, instructions, policy, doctrine, and procedures necessary to conduct training. These packages are prepared by AETC, approved by National Security Agency (NSA), and administered by qualified communications security (COMSEC) maintenance personnel.

**Specialty Training Standard (STS).** An Air Force publication that describes skills and knowledge that airmen in a particular Air Force specialty needs on the job. It further serves as a contract between the Air Education and Training Command and the user to show the overall training requirements for an Air Force specialty code that the formal schools teach.

**Standard.** An exact value, a physical entity, or an abstract concept, established and defined by authority, custom, or common consent to serve as a reference, model, or rule in measuring quantities or qualities, establishing practices or procedures, or evaluating results. A fixed quantity or quality.

**Task Module (TM).** A group of tasks performed within an Air Force specialty that are performed together and that require common knowledge, skills, and abilities. An identification code and a statement identify TMs.

**Total Force.** All collective Air Force components (active, reserve, guard, and civilian elements) of the United States Air Force.

**Training Capacity.** The capability of a training setting to provide training on specified requirements, based on the availability of resources.

**Training Impact Decision System (TIDES).** A computer-based decision support technology being designed to assist Air Force career field managers in making critical judgments relevant to what training should be provided personnel within career fields, when training should be provided (at what career points), and where training should be conducted (training setting).

**Training Planning Team (TPT).** Comprised of the same personnel as a U&TW, however TPT's are more intimately involved in training development and the range of issues is greater than is normal in the U&TW forum.

**Training Requirements Analysis.** A detailed analysis of tasks for a particular AFS to be included in the training decision process.

**Training Setting.** The type of forum in which training is provided (formal resident school, on-the-job, field training, mobile training team, self-study etc.).

**Upgrade Training (UGT).** Mandatory training which leads to attainment of higher level of proficiency.

**Utilization and Training Pattern.** A depiction of the training provided to and the jobs performed by personnel throughout their tenure within a career field or Air Force specialty. There are two types of patterns: 1) Current pattern, which is based on the training provided to incumbents and the jobs to which they have been and are assigned; and 2) Alternate pattern, which considers proposed changes in manpower, personnel, and training policies.

**Utilization and Training Workshop (U&TW).** A forum of MAJCOM Air Force Specialty Code (AFSC) functional managers, Subject Matter Experts (SMEs), and AETC training personnel that determines career ladder training requirements.

**Wartime Tasks.** Those tasks identified in column 2 of the Specialty Training Standard (STS) that identify the training that would occur in the 3-skill level apprentice course in the event of war.

## ***Section A - General Information***

**1. Purpose.** This CFETP provides information necessary for Air Force career field managers (AFCFMs), MAJCOM functional managers (MFMs), commanders, training managers, supervisors, and trainers to plan, develop, manage, and conduct an effective career field training program. This plan outlines the training that individuals in this AFS should receive in order to develop and progress throughout their career. This plan identifies initial skills, upgrade, qualification, advanced, and proficiency training. **Initial skills training** is the AFS specific training an individual receives upon entry into the Air Force or upon retraining into this specialty for award of the 3-skill level. Normally, this training is conducted by AETC at one of the technical training centers. **Upgrade training** identifies the mandatory courses, task qualification requirements, and correspondence course completion requirements for award of the 3, 5, 7, and 9-skill levels. **Qualification training** is actual hands-on task performance training designed to qualify an airman in a specific duty position. This training program occurs both during and after the upgrade training process. It is designed to provide the performance skills and knowledge required to perform as a physical therapy technician. **Advanced training** is formal specialty training used for selected airmen. **Proficiency training** is additional training, either in-residence or exportable advanced training courses, or on-the-job training, provided to personnel to increase their skills and knowledge beyond the minimum required for upgrade. The CFETP has several purposes, some are:

1.1. The CFETP serves as a management tool to plan, manage, conduct, and evaluate a career field training program. Also, it is used to help supervisors identify training at the appropriate point in an individual's career.

1.2. Identifies task and knowledge training requirements for each skill level in the specialty and recommends education/training throughout each phase of an individual's career.

1.3. Lists training courses available in the specialty, identifies sources of training, and the training delivery method.

1.4. Identifies major resource constraints, which impact full implementation of the desired career field training process.

**2. Use of the CFETP.** The plan will be used by MFMs and supervisors at all levels to ensure comprehensive and cohesive training programs are available for each individual in the specialty.

2.1. AETC training personnel will develop/revise formal resident, non-resident, field and exportable training based on requirements established by the users and documented in Part II of the CFETP. They will also work with the AFCFM to develop acquisition strategies for obtaining resources needed to provide the identified training.

2.2. Each individual will complete the mandatory training requirements specified in this plan. The lists of courses in Part II will be used as a reference to support training.

**3. Coordination and Approval of CFETP.** The AFCFM is the approval authority. MAJCOM representatives and AETC training personnel will identify and coordinate on the career field training requirements. The AETC training manager for this specialty will initiate an annual review of this document by AETC and MFMs to ensure currency and accuracy. Using the list of courses in Part II, they will eliminate duplicate training.



## ***Section B - Career Progression and Information***

### **4. Specialty Description.** Physical Therapy Superintendent (4J092)/Chief Enlisted Manager (CEM 4J000)

**4.1. Specialty Summary.** Manages and directs physical therapy personnel, material, equipment, administration and other professional military/medical activities. Related DoD Occupational Subgroup 303.

**4.1.1. Duties and Responsibilities.** Plans and organizes enlisted personnel phases of service activities. Evaluates requirements for supplies, equipment, personnel, and makes recommendations to supervisor. Develops and improves working environment conducive to professional, technical, and administrative staff. Coordinates physical therapy activities and administrative functions to achieve comprehensive rehabilitation services. Responsible for budget management. Coordinates physical therapy activities with supervisors and subordinates. Develops and implements physical therapy education and training policies to meet specific organizational mission requirements. Evaluates adequacy of formal and clinical practice phases of training and recommends changes. Career broadening opportunities are available under the Operational Medical Group (OMG) structure to include; for example, Wing and MAJCOM roles, Group/Squadron/Flight Superintendent, Health & Wellness Center (HAWC) Superintendent, and Readiness roles.

### **4.2. Specialty Description.** Physical Therapy Craftsman (4J072)/ Journeyman (4J052)/ Apprentice (4J032).

**4.2.1. Specialty Summary.** Administers Physical Therapy patient-care. Performs, assists, or manages Physical Therapy administrative activities. Supervises and manages enlisted personnel, material, and equipment. Related DoD Occupational Subgroup 303.

**4.2.2. Duties and Responsibilities.** Administers physical therapy patient-care under the supervision of a physical therapist or credentialed provider. Duties include: implementing treatment programs according to the plan of care, training patients in exercise and activities of daily living, conducting treatments using special equipment, administering modalities and other treatment procedures. Ensures patients are properly prepared for treatment by using proper dress and position, and monitors patient treatment to ensure quality care is administered. Coordinates patient/therapist treatment schedules. Documents patient-care; observes, records, and reports the clinical response to treatment to the physical therapist or credentialed provider. Assists physical therapist with complex evaluations, tests, measurements and procedures including wound and burn care. Notes diagnoses of patients and takes all precautions for observing indications and contraindications. Maintains standards of care and ethical conduct as established by the American Physical Therapy Association and APTA 36-27, Social Actions Program. Performs, assists and manages physical therapy administrative activities. Coordinates administrative activities to assure effective and efficient delivery of patient-care and rehabilitation programs. Maintains records of physical therapy cases and prepares activity reports. Performs and maintains collected patient data through the appropriate data processing system. Reviews reports and records for accuracy and compliance with applicable directives and submits data to the appropriate authority. Assists in monitoring and evaluating physical therapy activities, and determining compliance with standards of care, policies, and directives. Evaluates technical and administrative activities to improve clinic proficiency.

**4.2.3. Supervises and Manages-(4J072/4J052)** Supervises and manages enlisted personnel, material, and equipment. Analyzes and recommends requirements for personnel, material and equipment to supervisor. Coordinates, prepares and submits annual budget to appropriate agency. Participates in and coordinates process improvement initiatives. Requisitions and issues supplies and equipment. Ensures compliance with inspection and maintenance procedures, and safeguards physical therapy equipment. Ensures physical therapy standards, regulations, policies or procedures provide for quality patient-care in an ethical, legal, safe, sanitary, caring and efficient environment. Career broadening opportunities are available under the OMG structure to include, but not limited to, Squadron/Flight NCOIC, NCOIC HAWC, and Readiness roles.

**4.2.4. Training-(4J072/4J052).** Perform, conducts and supervises training activities. Responsible for upgrade and qualification training requirements to meet the mission of service/organization.

**5. Skill/Career Progression.** Adequate training and timely progression from the apprentice to the superintendent skill level play an important role in the Air Force's ability to accomplish its mission. It is essential that everyone involved in training must do his or her part to plan, manage, and conduct an effective training program. The guidance provided in this part of the CFETP will ensure each that individual receives viable training at appropriate points in their career.

**5.1. Apprentice (3) Level.** Initial skills training in this specialty consists of the task and knowledge training provided in the 3-skill level resident course (J3ABR4J032 002, PDS Code CIE) located at Sheppard AFB, TX. Initial skills training requirements were identified during the 4J0X2 Utilization and Training Workshop (U&TW), held 24-28 August 1998 at Sheppard AFB, TX. The decision to train specific task and knowledge items in the initial skills course is based on a review of Occupational Survey Report (OSR) data, Training Requirements Analysis (TRA) data, and recommendations of the 4J052 Non-resident Technical Writer, and J3ABR4J032 001 Course Supervisor. Task and knowledge training requirements are identified in the specialty training standard, Part II, Section A. Individuals must complete the initial skills course to be awarded AFSC 4J032.

**5.2. Journeyman (5) Level.** Upgrade training to the 5-skill level in this specialty consists of the following: (1) must complete 15 months of 5 skill level upgrade training (9 months for re-trainees holding a 5 skill level in a previous AFS); (2) satisfactory completion of the 4J052A & 4J052B Career Development Courses; and (3) satisfactory completion of all STS core task requirements through on-the-job-training (OJT). **NOTE:** All core tasks are specified by "C" in column 2 of all STS attachments. "W" in column 2 specifies all wartime task course items.

**5.3. Craftsman (7) Level.** Upgrade training to the 7-skill level in this specialty consists of the following: (1) satisfactory completion of all STS core task requirements through upgrade training, (2) achieve the rank of SSgt or higher, (3) complete a minimum of 12 months in 7-skill level upgrade training beginning upon notification of promotion selection to the rank of SSgt, but not before the first day of the promotion cycle, and (4) successful completion of the 7 skill level CDC.

**5.4. Superintendent (9) Level.** To qualify for 9-level, airmen must: sew-on SMSgt.

**6. Training Decisions.** The CFETP uses a building block approach (simple to complex) to encompass the entire spectrum of training requirements for the Physical Therapy career field. The spectrum includes a strategy for when, where, and how to meet the training requirements. The strategy must be apparent and affordable to reduce duplication of training and eliminate a disjointed

approach to training. The following training decisions were made during the AFSC 4J0X2 Utilization and Training Workshop, held 24-28 August 1998 at Sheppard AFB, TX.

6.1. **Initial Skills.** The initial skills course (J3ABR4J032 001) was revised to provide graduates essential skills and knowledge to meet minimum requirements within a rehabilitative setting. The vast majority of these physical therapy tasks are performed early in the Apprentice/ Journeyman career as supported by the OSR data.

6.2. **Upgrade Training.** Career development courses 4J052A and 4J052B are in place and are focused on advanced physical therapy knowledge

6.3. **Seven Level Upgrade Requirements.** Seven level CDC developed to increase subject and task knowledge areas based on OSR data and the needs of the specialty.

**7. Community College of the Air Force.** Enrollment in CCAF occurs upon completion of basic military training. CCAF provides the opportunity to obtain an Associate in Applied Sciences Degree. In addition to its associates degree program, CCAF offers the following:

7.1. **Occupational Instructor Certification.** Upon completion of instructor qualification training, consisting of the instructor methods course and supervised practice teaching, CCAF instructors who possess an associates degree or higher may be nominated by their school commander/commandant for certification as an occupational instructor.

7.2. **Trade Skill Certification.** When a CCAF student separates or retires, a trade skill certification is awarded for the primary occupational specialty. The College uses a competency based assessment process for trade skill certification at one of four proficiency levels: Apprentice, Journeyman, Craftsman/Supervisor, or Master Craftsman/Manager. All are transcribed on the CCAF transcript.

7.3. **Degree Requirements.** All airmen are automatically entered into the CCAF program. Prior to completing an associate degree, the 5-skill level must be awarded and the following requirements must be met:

	Semester Hours
Technical Education .....	24
Leadership, Management, and Military Studies .....	6
Physical Education ... ..	4
General Education .....	15
Program Elective .....	15
Technical Education; Leadership, Management, and Military Studies; or General Education	
Total .....	64

7.3.1. **Technical Education** (24 Semester Hours): A minimum of 12 semester hours of Technical Core subjects/courses must be applied and the remaining semester hours applied from Technical Core/Technical Elective courses.

7.3.2. **Leadership, Management, and Military Studies** (6 Semester Hours): Professional military education and/or civilian management courses.

7.3.3. **Physical Education** (4 Semester Hours): This requirement is satisfied by completion of Basic Military Training.

7.3.4. **General Education** (15 Semester Hours): Applicable courses must meet the criteria for application of courses to the General Education Requirements (GER) and be in agreement with the definitions of applicable General Education subjects/courses as provided in the CCAF General Catalog.

7.3.5. **Program Elective** (15 Semester Hours): Satisfied with applicable Technical Education; Leadership, Management, and Military Studies; or General Education subjects/courses, including natural science courses meeting GER application criteria. Six semester hours of CCAF degree applicable technical credit otherwise not applicable to this program may be applied. See the CCAF General Catalog for details regarding the Associates of Applied Science for this specialty.

7.3.6. **Clinical Education:** The Clinical Instructor's use of the APTA's Clinical Performance Instruments (CPI) emphasizes the instruction of consistent educational objectives needed to satisfy the clinical aspects of the student's training. Following completion of the 5-level CDC a 12 week educational apprenticeship will begin. The educational content of this apprenticeship will focus on neurological, pediatric, and geriatric treatment concepts. Clinical rotations at civilian or other military facilities to observe a variety of physical therapy services should be included to enhance the overall development of the student. The Center Coordinator of Clinical Education/Clinical Instructor will ensure the student is continuously progressing and meeting the requirements as set in the CPI. The CI will also ensure all written assignments have been completed and forwarded to the Physical Therapy Apprentice Course at Sheppard AFB.

7.3.7. Twenty-two semester hours are awarded to the graduates of the 3 skill level in-resident course. Upon award of the 5 skill-level, journeymen are awarded an additional 4 hours of CCAF credit. Another 4 hours of CCAF credits are awarded for each upgrade in skill level.

7.3.8. *Additional off-duty education is a personal choice that is highly encouraged for all. Individuals desiring to become an Air Education and Training Command Instructor should actively pursue an associate degree. A degreed faculty is necessary to maintain accreditation through the Southern Association of Colleges and Schools.*

7.4. **APTA Accreditation.** This degree program is accredited by the Commission on Accreditation in Education of the American Physical Therapy Association. Graduates of this program are eligible to sit for the Physical Therapist Assistant state licensure examination. Because state licensing requirements vary, graduates should contact the Licensing Board for Physical Therapy of the state in which licensure is desired. **NOTE:** Consult your Base Education Office for CCAF catalog revisions reflecting current degree requirements.

**8. Career Field Path.** Charts depicting this specialty's career progress are presented on the next two pages. The Career Path (figure 1) outlines when training is required for each skill level and function within this specialty. The Career Field Flow Chart (figure 2) identifies duty position qualification requirements and skill level equivalency for career field progression.

# ENLISTED EDUCATION AND TRAINING PATH

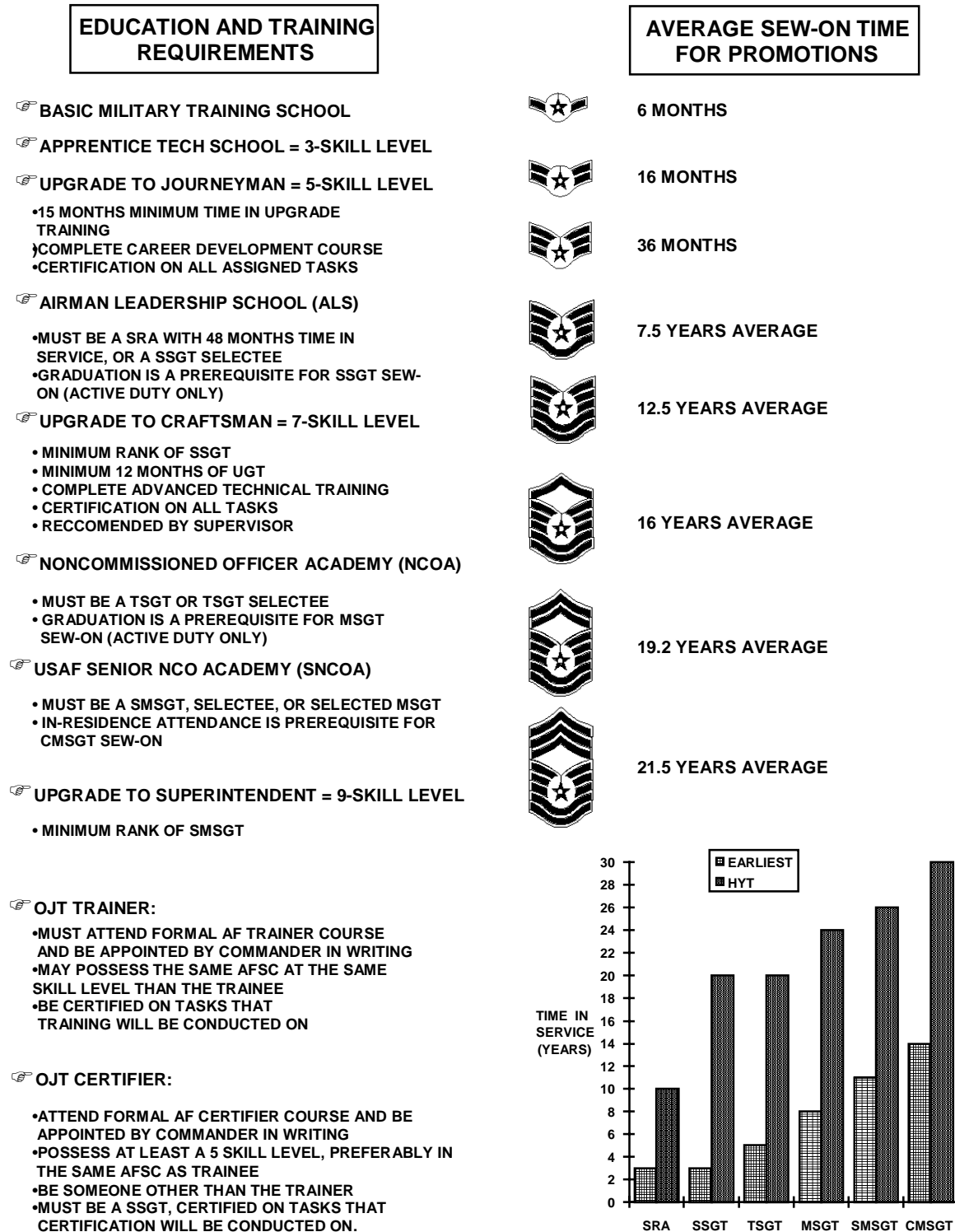


Figure 1. Enlisted Career Education and Training Path

# PHYSICAL THERAPY CAREER PATH

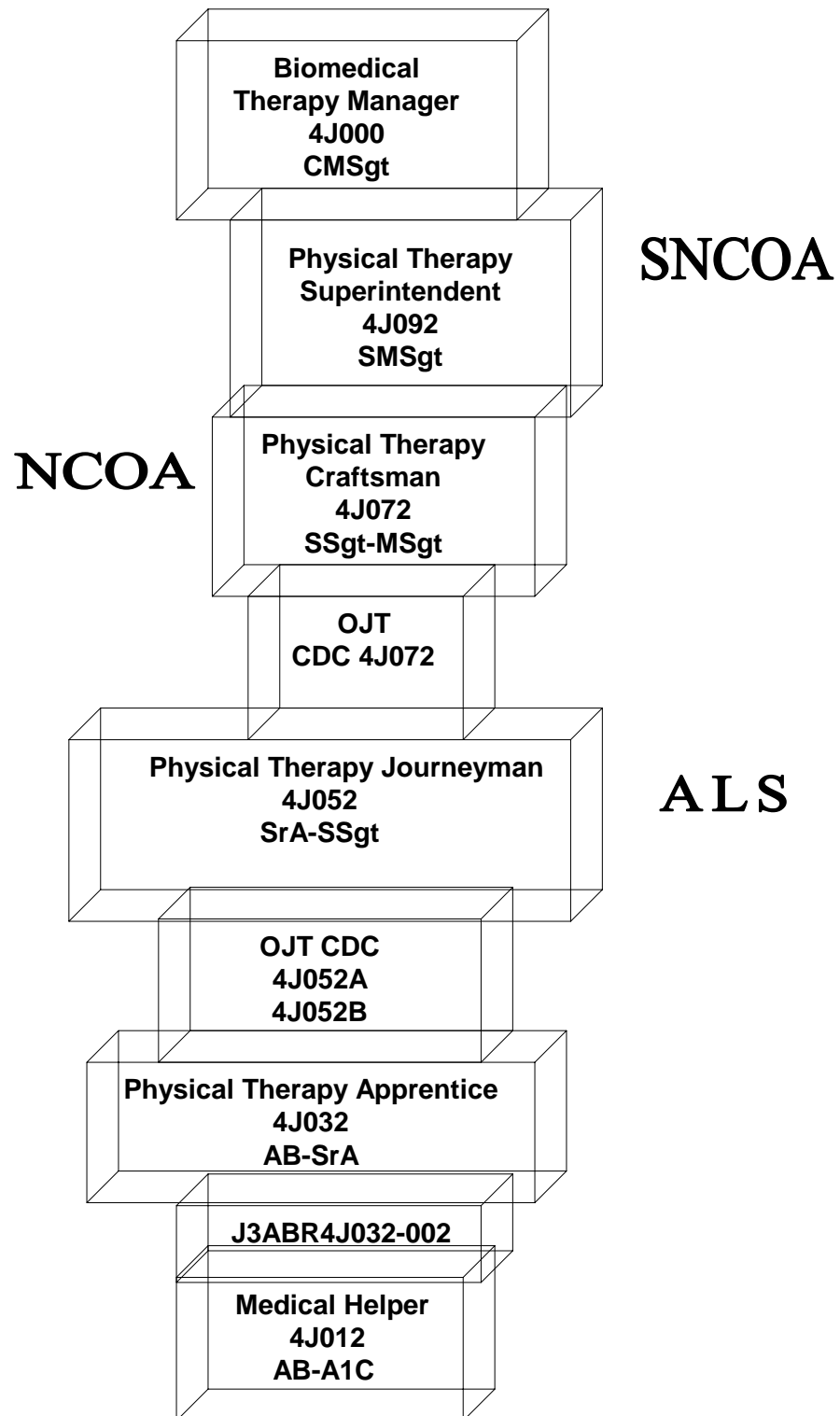


Figure 2. Physical Therapy Career Path

## 8.1. Enlisted Career Path.

<b>Table A 6.2. Enlisted Career Path</b>				
<b>Education and Training Requirements</b>	<b>GRADE REQUIREMENTS</b>			
	Rank	Average Sew-On	Earliest Sew-On	High Year Of Tenure (HYT)
<b>Basic Military Training school</b>				
<b>Apprentice Technical School</b> (3-Skill Level)	Amn A1C	6 months 16 months		
<b>Upgrade To Journeyman</b> (5-Skill Level) - Minimum 15 months upgrade training. (9 months for re-trainees with 5 level in previous AFS) - Complete appropriate CDC. - Certification of all core tasks and duty position requirements.	A1C SrA	3 years	28 months	10 Years
<b>Airman Leadership School (ALS)</b> - Must be a SrA with 48 months time in service or be a SSgt Selectee. - Resident graduation is a prerequisite for SSgt sew-on (Active Duty Only).	<b>Trainer</b> -Possess the same AFSC at a higher skill level than the trainee (Not mandatory) , Be certified on tasks training will be conducted on -Must attend formal AF trainer's course -Appointed in writing by unit commander.			
<b>Upgrade To Craftsman</b> (7-Skill Level) - Minimum rank of SSgt. - 12 months upgrade training - Complete appropriate CDC. - Certification of all core tasks and duty position requirements.	SSgt	7.5 years	3 years	20 Years
	<b>Certifier</b> -Possess at least a 7-skill level in the same AFSC, if possible but not required. -Be certified on tasks certification will be conducted on. -Attend formal AF certifier's course -Appointed in writing by unit commander. - Be a person other than the trainer.			
<b>Noncommissioned Officer Academy</b> (NCOA) - Must be a TSgt or TSgt Selectee. - Resident graduation is a prerequisite for MSgt sew-on (Active Duty Only).	TSgt	12.5 years	5 years	20 Years
	MSgt	16 years	8 years	24 Years
<b>USAF Senior NCO Academy (SNCOA)</b> - Must be a SMSgt or selectee. Selected MSgts also eligible. - Resident graduation is a prerequisite for CMSgt sew-on (Active Duty Only).	SMSgt	19.2 years	11 years	26 Years
<b>Upgrade To Superintendent</b> (9-Skill Level) - Minimum rank of SMSgt.	CMSgt	21.5 years	14 years	30 Years

## ***Section C - Skill Level Training Requirements***

**9. Purpose.** Skill level training requirements in this career field are defined in terms of task and knowledge requirements. This section outlines the specialty qualification requirements for each skill level in broad, general terms and establishes the mandatory requirements for entry, award and retention of each skill level. The specific task and knowledge training requirements are identified in the STS at Part II, Sections A and B of this CFETP.

### **10. Specialty Qualification:**

#### **10.1. Apprentice Level Training:**

##### **10.1.1. Specialty Qualification:**

10.1.1.1. **Knowledge.** Knowledge in the sciences basic to physical therapy which include but are not limited to: physical, physiological, anatomical, social, and behavioral sciences; basic and clinical sciences to include laboratory or other practical experience where appropriate; testing and treatment procedures which constitute the scope of practice for the Physical Therapy Apprentice; administrative procedures and medical ethics.

10.1.1.2. **Education.** Completion of high school with courses in biology, physical science, and physics is desirable.

10.1.1.3. **Training.** Completion of the basic Physical Therapy Apprentice Course (J3AB4J032 002, PDS CODE CIE) is mandatory for award of AFSC 4J032.

10.1.2. **Training Sources and Resources.** Completion of the Physical Therapy Apprentice course (J3ABR4J032 002, PDS Code CIE) at Sheppard AFB, TX satisfies the knowledge and task requirements specified in the specialty qualification section (above) for award of the 3-skill level. A list of all training courses to support Physical Therapy is in the Course Objective List. If you desire a copy of this list contact the CDC writer at:

382 TRS/XYAE  
917 Missile Road Ste 3  
Sheppard AFB, TX 76311-2263  
Attn: MSgt Scheuer  
DSN: 736-3338

10.1.3. **Implementation.** Entry into the physical therapy career field is accomplished by attending the Physical Therapy Apprentice Course. Entry in the Physical Therapy career field requires a minimum General Air Force selection composite score of 48.

#### **10.2. Journeyman Level Training:**

10.2.1. **Specialty Qualification.** All 4J032 qualifications apply to the 4J052 requirements.

10.2.1.1. **Knowledge.** Knowledge in the sciences basic to physical therapy which include but are not limited to: physical, physiological, anatomical, social, and behavioral sciences; basic and clinical sciences to include laboratory or other practical experience where appropriate; testing and treatment



procedures which constitute the scope of practice of physical therapy journeyman; clinical participation in the diverse areas of the physical therapy delivery system; personnel management; administrative procedures, computer literacy, and medical ethics.

10.2.1.2. **Education.** Completion of the basic Physical Therapy Apprentice Course (J3ABR4J032 002, PDS Code CIE) is mandatory.

10.2.1.3. **Training.** Complete 15 months in 5-skill level upgrade training (9 months for re-trainees holding a 5-skill level in a previous AFS); complete the Career Development Courses.

10.2.1.4. **Experience.** Mandatory in functions such as administering Physical Therapy care.

10.2.2. **Training Sources and Resources.** Must meet all physical therapy 3-skill level prerequisites, and successfully complete the 4J052 A/B Career Development Courses. The STS identifies all the core tasks required for qualification. Qualified trainers provide upgrade and qualification training.

10.2.3. **Implementation.** Supervisors ensure 3-skill level apprentices receive duty position experience before beginning journeyman (5-skill level) UGT. Qualification training is initiated anytime an individual is assigned duties he/she is not qualified to perform. CDC 4J052A and 4J052B must be successfully completed to achieve the 5-skill level.

### 10.3. Craftsman Level Training:

10.3.1. **Specialty Qualification.** All 4J032 and 4J052 qualifications apply to the 4J072 requirements.

10.3.1.1. **Knowledge.** Knowledge in the sciences basic to physical therapy which include but are not limited to physical, physiological, anatomical, social, and behavioral sciences; basic and clinical sciences to include laboratory or other practical experience where appropriate; testing and treatment procedures which constitute the scope of practice of Physical Therapy airmen; clinical participation in the diverse areas of the Physical Therapy delivery system; personnel management; applicable medical logistics procedures; budget management, computer literacy, administrative procedures and medical ethics.

10.3.1.2. **Education.** Completion of high school with courses in biology, physical science, and physics is desirable.

10.3.1.3. **Training.** Completion of the basic Physical Therapy Apprentice Course (J3ABR4J032 002, PDS Code CIE) is mandatory.

10.3.1.4. **Experience.** Prior qualification as a Physical Therapy Journeyman is mandatory. Also, experience is mandatory in performing supervising functions such as administering physical therapy care, personnel, and resources. Must have experience coordinating administrative activities, budget management and requisition.

**10.3.2. Training Sources and Resources.** Must meet all physical therapy 3-and 5-skill level prerequisites. The STS identifies all the core tasks required for qualification. Qualified trainers provide upgrade and qualification training.

**10.3.3. Implementation.** Entry into upgrade training is initiated when an individual possesses the 5-skill level and is a SSgt select or possesses the rank of SSgt or above. Qualification training is initiated anytime an individual is assigned duties he/she is not qualified to perform. The individual must complete a minimum of 12 months in 7-skill level UGT.

#### **10.4. Superintendent Level Training:**

**10.4.1. Specialty Qualification.** All 4J032, 4J052 and 4J072 qualifications apply to the 4J092 requirements.

**10.4.1.1. Knowledge.** Knowledge in the sciences of physical therapy, physical therapy programs and activities, diagnostic and evaluative procedures, and physical therapy treatments is mandatory. Knowledge is also mandatory in the areas of fiscal budget, resource, Operationalized Quality, administrative management, computer science, and medical ethics.

**10.4.1.2. Education.** Completion of high school with courses in biology, physical science, and physics is desirable.

**10.4.1.3. Training.** Completion of the basic Physical Therapy Apprentice Course (J3ABR4J032 002, PDS Code CIE) is mandatory.

**10.4.1.4. Experience.** Qualification is mandatory as a Physical Therapy Craftsman - 4J072. Experience is mandatory in directing physical therapy operating activities.

**10.4.2. Training Sources/Resources.** Completion of all training requirements for award of 9-skill level is mandatory.

**10.4.3. Implementation.** The 9-skill level is awarded to the individuals that have sewn-on SMSgt and completed all previous physical therapy upgrade training requirements for 3-, 5- and 7-skill levels.

#### ***Section D - Resource Constraints***

**11. Purpose.** This section identifies known resource constraints which preclude optimal/desired training from being developed or conducted, including information such as cost and manpower. Narrative explanations of each resource constraint and an impact statement describing what effect each constraint has on training are included. Also, included in this section are actions required, office of primary responsibility, and target completion dates. Resource constraints will be, as a minimum, reviewed and updated annually.

**12. Three Level Training.** Resource constraints exist due to additional training days required to incorporate changes reflected on the new STS. Implementation of new curriculum will increase the course length, requiring additional student man-years and instructor staff.

**13. Five Level Training.** There are currently no resource constraints for 5 level training at this time.

**14. Seven Level Training.** There are currently no resource constraints for 7 level training at this time.

**15. Qualification Training.** There are currently no qualification training requirements.

**16. Qualification Training Packages (QTPs).** There are currently no qualification training packages.

***Section E. Transitional Training Guide***

***NOTE: There is currently no transitional training guide. This area is reserved.***

## Part II

### Section A - Specialty Training Standard (STS)

**1. Implementation.** This STS will be used for technical training provided by AETC for classes beginning 24 Jan 01 and graduating 18 Apr 01.

**2. Purpose.** As prescribed in AFI 36-2201, Developing, Managing, and Conducting Training, this STS:

2.1. Lists in column 1 (Task, Knowledge, and Technical Reference) the most common tasks, knowledge, and technical references (TR) necessary for airman to perform duties in the 3-, 5-, and 7-skill level. Number task statements sequentially (i.e., 1.1, 1.2, 2.1). Column 2 (Core Tasks) identifies, by “C” specialty-wide training requirements and/or “W” for the resident wartime course. Example: STS items 13.1. Determine blood pressure, 13.2. Determine respiration rate, and 13.3. Determine pulse rate, are core tasks and included in the wartime skill course.

2.2. Provides certification for OJT. Column 3 is used to record completion of tasks and knowledge training requirements. Use automated training management systems to document technician qualifications, if available. Task certification, as *a minimum*, must show training complete date, trainee initials, and certifier or trainer initials (as applicable).

2.3. Shows formal training and correspondence course requirements. Column 4 shows the proficiency to be demonstrated on the job by the graduate as a result of training on the task/knowledge and the career knowledge provided by the correspondence course. See CADRE/AFSC/CDC listing maintained by the unit-training manager for current CDC listings.

2.4. **Qualitative Requirements.** Attachment 1 contains the proficiency code key used to indicate the level of training and knowledge provided by resident training and career development courses.

2.5. Becomes a job qualification standard (JQS) for on-the-job training when placed in AF Form 623, **Individual Training Record**, and used according to AFI 36-2201. When used as a JQS, the following requirements apply:

2.5.1. **Documentation.** Document and certify completion of training. Identify duty position requirements by circling the subparagraph number next to the task statement. As a minimum, complete the following columns in Part 2 of the CFETP: Training Completed, Trainee Initials, Trainer Initials, Certifier Initials (if applicable). An AFJQS may be used in lieu of Part II of the CFETP only upon approval of the AFCFM. **NOTE:** The AFCFM may supplement these minimum documentation procedures as needed or deemed necessary for their career field. Refer to Section F at the end of this CFETP for training documentation (medical specific).

2.5.1.1. **Converting from Old Document to CFETP.** Use the new CFETP to identify and certify all past and current qualifications. Transcribe qualifications in the following manner:

2.5.1.1.1. **For those core and critical tasks previously certified and required in the current duty position**, evaluate current qualifications, and when verified, recertify using current date as completion date and enter trainee's and certifier's initials. Remember, during the transcription process no training is taking place, therefore, the trainer's initials are not required.

2.5.1.1.2. For **non-core** and **non-critical** tasks previously certified and required in the current duty position, evaluate current qualifications and when verified, recertify using current date as completion date and enter trainee's and trainer's initials.

2.5.1.1.3. When transcribing previous certification for tasks not required in the current duty position, carry forward only the previous completion date of certification (not the initials of another person). If and when transcribed tasks become duty position requirements, recertify using standard certification procedures.

2.5.1.1.4. The person whose initials appear in the trainer or certifier block during the transcription process must meet the requirements of his respective role.

2.5.1.1.5. Upon completion of the transcription process, give the old CFETP to the member.

2.5.1.2. **Documenting Career Knowledge.** When a CDC is not available: the supervisor identifies STS training references that the trainee requires for career knowledge and ensures, as a minimum, that trainees cover the mandatory items in AFMAN 36-2108. For two-time CDC course exam failures: supervisors identify all STS items corresponding to the areas covered by the CDC. The trainee completes a study of STS references, undergoes evaluation by the task certifier, and receives certification on the STS. **NOTE:** Career knowledge must be documented prior to submitting a CDC waiver request.

2.5.1.3. **Decertification and Recertification.** When an airman is found to be unqualified on a task previously certified for his or her position, the supervisor lines through the previous certification or deletes previous certification when using automated system. Appropriate remarks are entered on the AF Form 623A, **On-The-Job Training Record Continuation Sheet**, as to the reason for decertification. The individual is recertified (if required) either by erasing the old entries and writing in the new or by using correction fluid (if the entries were made in ink) over the previously certified entry.

2.5.2. **Training Standard.** Tasks are trained and qualified to the go/no go level. Go means the individual can perform the task without assistance and meet local demands for accuracy, timeliness, and correct use of procedures.

2.6. The STS is a guide for development of promotion tests used in the Weighted Airman Promotion System (WAPS). Senior NCOs with extensive practical experience in their career fields develop Specialty Knowledge Tests (SKTs) at the USAF Occupational Measurement Squadron. The tests sample knowledge of STS subject matter areas judged by test development team members as most appropriate for promotion to higher grades. Questions are based upon study references listed in the WAPS catalog. Individual responsibilities are in chapter 1, paragraph 1.19 and chapter 5 of AFI 36-2605, Air Force Military Personnel Testing System.

**3. Recommendations.** Report unsatisfactory performance of individual course graduates to 882 TRG/TTS, 939 Missile Rd, Sheppard AFB, TX 76311-2245. Reference specific STS paragraphs. A

Customer Service Information Line has been installed for the supervisor's convenience to identify graduates who may have been over or under trained on task/knowledge items listed in this training standard (please reference specific STS paragraphs). For a quick response to problems, call our Customer Service Information Line, Defense Switched Network (DSN) 736-2385, or commercial (940) 676-2385.

**BY ORDER OF THE SECRETARY OF THE AIR FORCE**

**OFFICIAL**

**PAUL K. CARLTON, JR.**  
**Lieutenant General, USAF, MC, CFS**  
**Surgeon General**

### 3.1. Specialty Training Standard (STS) Task List

<i>This Block Is For Identification Purposes Only</i>		
Name Of Trainee		
Printed Name ( <i>Last, First, Middle Initial</i> )	Initials (Written)	
Printed Name Of Trainer or Certifying Official And Written Initials		
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	

### QUALITATIVE REQUIREMENTS

Proficiency Code Key		
	Scale Value	Definition: The individual
<b>Task Performance Levels</b>	<b>1</b>	Can do simple parts of the task. Needs to be told or shown how to do most of the task. (Extremely Limited)
	<b>2</b>	Can do most parts of the task. Needs only help on hardest parts. (Partially Proficient)
	<b>3</b>	Can do all parts of the task. Needs only a spot check of completed work. (Competent)
	<b>4</b>	Can do the complete task quickly and accurately. Can tell or show others how to do the task. (Highly Proficient)
<b>*Task Knowledge Levels</b>	<b>a</b>	Can name parts, tools, and simple facts about the task. (Nomenclature)
	<b>b</b>	Can determine step by step procedures for doing the task. (Procedures)
	<b>c</b>	Can identify why and when the task must be done and why each step is needed. (Operating Principles)
	<b>d</b>	Can predict, isolate, and resolve problems about the task. (Advanced Theory)
<b>**Subject Knowledge Levels</b>	<b>A</b>	Can identify basic facts and terms about the subject. (Facts)
	<b>B</b>	Can identify relationship of basic facts and state general principles about the subject. (Principles)
	<b>C</b>	Can analyze facts and principles and draw conclusions about the subject. (Analysis)
	<b>D</b>	Can evaluate conditions and make proper decisions about the subject. (Evaluation)

Explanations:

\* A task knowledge scale value may be used alone or with a task performance scale value to define a level of knowledge for a specific task. (Example: b and 1b).

\*\* A subject knowledge scale value is used alone to define a level of knowledge for a subject not directly related to any specific task, or for a subject common to several tasks.

- This mark is used alone instead of a scale value to show that no proficiency training is provided in the course or CDC.

X This mark is used alone in course columns to show that training required but not given due to limitations in resources.

Shaded areas denote divisions in major sections of the STS. They are not tasks for certification.

**Bolded areas indicate line items that contain sub-tasks.**

1. Tasks, Knowledge And Technical References	2. Core/War-time Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
<b>1. CAREER LADDER PROGRESSION</b>												
1.1. The airman career ladders and educational opportunities TR: AFCAT 36-2223 <i>AF Formal Schools</i> ; AFMAN 36-2108 <i>Airman Classification</i> , AFI 36-2306, <i>The Education Services Program</i>							<b>A</b>	-		<b>B</b>		-
1.2. Progression in career ladder 4JOX2 TR: AFI 36-2101, <i>Classifying Military Personnel (Officers and Airmen)</i> ; AFMAN 36-2108							<b>A</b>	-		<b>B</b>		-



		3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
1. Tasks, Knowledge And Technical References	2. Core/War-time Tasks	A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
<b>1.3. Duties of AFS 4J0X2</b> <b>TR: AFMAN 36-2108; Airman Classification</b>												
1.3.1. AFSC 4J032							<b>A</b>	-		<b>B</b>		-
1.3.2. AFSC 4J052							<b>A</b>	-		<b>B</b>		<b>B</b>
1.3.3. AFSC 4J072, 4J092, and CEM 4J000							<b>A</b>	-		<b>B</b>		<b>B</b>
<b>1.4. USAF Medical Service TR: AFIs 41-115, 41-210 thru 212 , 46-101 and 102, Administration of Medical Activities</b>												
1.4.1. Mission	<b>W</b>						<b>A</b>	-		<b>B</b>		-
1.4.2. Organization	<b>W</b>						<b>A</b>	-		<b>B</b>		<b>B</b>
1.4.3. Function TR: AFIs 41-115, 41-210 THRU 212, 46-101/102	<b>W</b>						<b>A</b>	-		<b>B</b>		-

		3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
1. Tasks, Knowledge And Technical References	2. Core/War-time Tasks	A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
2. MEDICAL READINESS (Initial Medical Readiness Training directed by AFI 41-106, <i>Medical Readiness Planning and Training</i> is provided in the Basic Medical Readiness course conducted at 384 Training Squadron, Sheppard AFB, Texas. Completed training is documented on reverse side of AETC Form 156 for each course graduate. Continuing/on-going Medical Readiness Training for the individual is the responsibility of each medical facility.)												
3. SPECIFIC OPERATIONS SECURITY (OPSEC) VULNERABILITIES OF AFSC 4J0X2 TR: AFI 10-1101, <i>Operations Security</i>							A	-		B		-

		3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
1. Tasks, Knowledge And Technical References	2. Core/War-time Tasks	A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
4. AIR FORCE OCCUPATIONAL SAFETY AND HEALTH (AFOSH) STANDARDS TR: AFI 91-302, <i>Air Force Occupational Safety, Fire Prevention and Health Program</i> ; AFOSHSTD 127-8, <i>Medical Facilities</i>												
4.1. Hazards of AFSC 4J0X2							B	-		B		-
4.2. AFOSH standards for AFSC 4J0X2							A	-		B		-
4.3. Exercise safety precautions during job performance	C						2c	-		c		-
5. USAF GRADUATE EVALUATION PROGRAM. TR: AFI 36-2201, <i>Developing, Managing, and Conducting Training</i>							-	-		B		-
6. SUPERVISION												
6.1. Orient new personnel. TR: AFMAN 36-2108 and AFI 36-2201							-	-		-		-
6.2. Assign personnel to work area. TR: AFPAM 36-2241, VOL 1. <i>Promotion Fitness Examination Study Guide</i>							-	-		-		-

		3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
1. Tasks, Knowledge And Technical References	2. Core/War-time Tasks	A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
6.3. Plan work assignments and priorities. TR: AFPAM 36-2241							-	-		-		-
6.4. Schedule work assignments and priorities. TR: AFPAM 36-2241							-	-		-		-
<b>6.5. Establish: TR: AFPAM 36-2241; &amp; AFI 41-115, 41-210 thru 212, 46-101 and 102</b>												
6.5.1. Work methods							-	-		-		-
6.5.2. Work controls							-	-		-		-
6.5.3. Performance standards							-	-		-		-
6.6. Evaluate work performance of: TR: AFMAN 36-2108, AFI 36-2406, <i>Officer and Enlisted Evaluation Systems</i>							-	-		-		-
6.7. Resolve technical problems for subordinate personnel TR: AFI 36-2406							-	-		-		-
6.8. Counsel personnel and resolve individual problems. TR: AFI 36-2406, The Officer and Enlisted Evaluation Systems							-	-		-		-

		3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
1. Tasks, Knowledge And Technical References	2. Core/War-time Tasks	A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
6.9. Initiate action to correct sub-standard performance by personnel. TR: AFI 36-2907, The Air Force Unfavorable Information File Program, AFI 36-2503, Administrative Demotion of Airmen							-	-		-		-
7. TRAINING. TR: AFMAN 36-2236, <i>Guidebook For Air Force Instructors</i> ; AFI 36-2201,												
7.1. Evaluate personnel to determine need for training							-	-		-		-
<b>7.2. Plan and supervise OJT</b>												
7.2.1. Prepare job qualification standards							-	-		-		b
7.2.2. Conduct training							-	-		-		b
7.2.3. Counsel trainees on their progress							-	-		-		-
<b>7.2.4. Monitor effectiveness of training</b>												
7.2.4.1. Career knowledge upgrade							-	-		-		-
7.2.4.2. Job proficiency upgrade							-	-		-		-
7.2.4.3. Qualification							-	-		-		-
7.3. Maintain training records							-	-		-		-

		3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
1. Tasks, Knowledge And Technical References	2. Core/War-time Tasks	A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
7.4. Evaluate effectiveness of training programs							-	-		-		-
7.5. Recommend personnel for training. TR: AFI 36-2101 and AFMAN 36-2108, AFCAT 36-2223, AFI 36-2301, <i>Professional Military Education</i>							-	-		-		-
8. PHYSICAL THERAPY ADMINISTRATION												
8.1. Publications												
8.1.1. Locate required information in official publications. TR: AFIND 2, AFI 37-160v7, Publications and Forms Management Program—Publication Libraries and Sets							-	-		<b>b</b>		-
8.1.2. Initiate requests for publications TR: AFI 33-360 VOL 1, <i>The Air Force Publications Management Program</i>							-	-		<b>b</b>		-
8.1.3. Maintain publications files TR: AFI 37-160, V7							-	-		<b>b</b>		-

		3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
1. Tasks, Knowledge And Technical References	2. Core/War-time Tasks	A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
8.2. Patient scheduling TR: Health Professional-Patient Interaction							<b>B</b>	-		<b>B</b>		-
8.3. Annotate medical records. TR: AFI's 41-115, 41-210 thru 212, 46-101 and 102							<b>2b</b>	-		<b>c</b>		-
8.4. Medical Expense and Performance Reporting System (MEPRS) TR: DoD 6010.13M, DoD MEPRS for Fixed Military Medical and Dental Treatment Facilities							<b>A</b>	-		<b>B</b>		-
8.5. Maintain administrative files TR: AFMAN 37-123, <i>Management of Records</i> AFI 37-138, <i>Records Disposition - --Procedures and Responsibilities</i>							-	-		<b>a</b>		-
8.6. Patient accountability reports TR: AFI 41-120, <i>Medical Resource Management Operations</i>							<b>A</b>	-		<b>B</b>		-
8.7. Joint Commission on Accreditation of Healthcare Organizations (JCAHO) TR: AFI's 41-115, 41-210 thru 212, 46-101 and 102							<b>A</b>	-		<b>B</b>		<b>B</b>

		3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
1. Tasks, Knowledge And Technical References	2. Core/War-time Tasks	A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
<b>8.8. Physical Therapy Administration</b>												
8.8.1. Resource Management												
8.8.1.1. Business Case Analysis							-	-		-		B
8.8.1.2. Ambulatory Data System							-	-		-		B
8.8.1.3. Budget and Finance							-	-		-		B
8.8.1.4. Tricare							-	-		-		B
8.8.1.5. Third Party Collection Program							-	-		-		B
9. Medical Logistics Procedures												
9.1. Materiel discipline TR: AFMAN 23-110, <i>USAF Supply Manual CD (series)</i>							A	-		B		-
9.2. Prepare materiel requests TR: AFI 41-209, <i>Medical Logistics, Materiel and Service Support</i> ; AFIs 41-115, 41-210 thru 212, 46-101/102							-	-		b		-
9.3. Report of survey system TR: AFMAN 23-220, <i>Reports of Survey for Air Force Property</i>							-	-		B		-
10. MEDICAL TERMINOLOGY AND ABBREVIATIONS							A	-		B		-



		3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
1. Tasks, Knowledge And Technical References	2. Core/War-time Tasks	A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
11. PROFESSIONAL AND PATIENT RELATIONSHIP. TR: Health Professional-Patient Interaction; AFIs 41-115, 41-210 thru 212, 46-101 and 102; Physical Therapy; American Physical Therapy Association's Guide for Conduct of the Affiliate <i>Member</i> ; AFD 36-27, <i>Social Actions Program</i>												
11.1. Professional relations with patients and medical personnel							2b	-		B		B
11.2. Perform professional journal review							2b	-		-		-
11.3. Professional standard of ethics	W						A	-		B		B
11.4. Demonstrate high standards of conduct while performing duties	C						2b	-		B		B
12. PSYCHOLOGY OF THE DISEASED AND INJURED TR: Physical Therapy (ch 17 and 34); Health Professional - Patient Interaction (part II, ch 4, 5, 6, and 7)												
12.1. Losses incurred by physical disability	W						A	-		B		-

		3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
1. Tasks, Knowledge And Technical References	2. Core/War-time Tasks	A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
12.2. Adapting to physical disability	W						A	-		B		-
12.3. Patient-staff interactions resulting from physical disability	W						A	-		B		-
13. VITAL SIGNS TR: Emergency Care and Transportation of Sick and Injured												
13.1. Determine blood pressure	C/W						2b	-		B		-
13.2. Determine respiration rate	C/W						2b	-		B		-
13.3. Determine pulse rate	C/W						2b	-		B		-
14. ANATOMY AND PHYSIOLOGY TR: Human Anatomy and Physiology (ch 1 thru 12, 14, 16, 17, 18, 20, 21, 23)												
14.1. Cell							A	-		-		-
14.2. Body systems and their pathophysiological conditions								-		-		-
14.2.1. Nervous	W						B	-		B		-
14.2.1.1. Conduct motor control activities w/ patients	W						b	-		-		-
14.2.2. Respiratory	W						B	-		B		-
14.2.3. Cardiovascular	W						B	-		B		-
14.2.4. Lymphatic	W						A	-		B		-
14.2.5. Renal							-	-		B		-
14.2.6. Endocrine							-	-		B		-
14.2.7. Integumentary	W						A	-		B		-
14.2.8. Digestive							-	-		B		-
14.2.9. Skeletal	W						A	-		B		-

		3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
1. Tasks, Knowledge And Technical References	2. Core/War-time Tasks	A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
14.2.10. Muscular	<b>W</b>						<b>A</b>	-		<b>B</b>		-
15. FUNCTIONAL ANATOMY TR: Clinical Kinesiology for Physical Therapist Assistants; Muscle Testing: Techniques of Manual Examination; Orthopedic Physical Assessment												
15.1. Axial skeleton	<b>W</b>						<b>B</b>	-		<b>B</b>		-
15.2. Upper extremity	<b>W</b>						<b>B</b>	-		<b>B</b>		-
15.3. Lower extremity	<b>W</b>						<b>B</b>	-		<b>B</b>		-
16. DISORDERS OF THE MUSCULOSKELETAL SYSTEM. TR: Orthopedic Physical Assessment; Physical Therapy (ch10); Shand's Handbook of Orthopedic Surgery												
16.1. Axial skeleton	<b>W</b>						<b>B</b>	-		<b>B</b>		-
16.2. Upper extremity	<b>W</b>						<b>B</b>	-		<b>B</b>		-
16.3. Lower extremity	<b>W</b>						<b>B</b>	-		<b>B</b>		-

		3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
1. Tasks, Knowledge And Technical References	2. Core/War-time Tasks	A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
17. PHYSICAL THERAPY PROCEDURES TR: Handbook of Physical Medicine and Rehabilitation (ch 2, 4,13 thru 22, 26 thru 34, 36, 37, 40, 43, 46, 49,50, 52); Manual for Physical Agents (all chapters); Muscle Testing: Techniques of Manual Examination (all chapters); Physical Agents, A Comprehensive Text for Physical Therapists; Therapeutic Exercise Foundations and Techniques (all chapters)												
17.1. Instruction techniques	W						2b	-		B		-
17.2. Therapeutic exercise												
17.2.1. Physiological effects	W						B	-		C		-
17.2.2. Administer programs to axial skeleton	C/W						2b	-		c		-
17.2.3. Administer programs to Upper extremity	C/W						2b	-		c		-
17.2.4. Administer programs to Lower extremity	C/W						2b	-		c		-
17.3. Measure/Assess												

		3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
1. Tasks, Knowledge And Technical References	2. Core/War-time Tasks	A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
<b>17.3.1. Joint range of motion</b>												
17.3.1.1. Upper extremity basic techniques	<b>C/W</b>						<b>2b</b>	-		<b>c</b>		-
17.3.1.2. Lower extremity basic techniques	<b>C/W</b>						<b>2b</b>	-		<b>c</b>		-
17.3.2. Leg length basic techniques							<b>2b</b>	-		<b>c</b>		-
17.3.3. Extremity girth basic techniques	<b>W</b>						<b>2b</b>	-		<b>c</b>		-
17.3.4. Muscle strength basic techniques	<b>W</b>						<b>2b</b>	-		<b>c</b>		-
<b>17.4. Wound Care</b>												
17.4.1. Use aseptic techniques	<b>C/W</b>						<b>2b</b>	-		<b>c</b>		-
17.4.2. Perform debridement	<b>C/W</b>						<b>2b</b>	-		<b>c</b>		-
17.4.3. Apply dressings/bandages	<b>C/W</b>						<b>2b</b>	-		<b>c</b>		-
17.5. Use transfer techniques	<b>C/W</b>						<b>2b</b>	-		<b>c</b>		-
<b>17.6. Ambulation</b>												
17.6.1. Principles of gait							<b>A</b>	-		<b>B</b>		-
17.6.2. Perform gait analysis							<b>b</b>	-		-		-
17.6.3. Perform pre-gait training activities							<b>b</b>	-		-		-
17.6.4. Adjust/fit aids	<b>W</b>						<b>2b</b>	-		<b>c</b>		-
17.6.5. Instruct patient in gaits	<b>C/W</b>						<b>2b</b>	-		<b>c</b>		-
<b>17.6.6. Use equipment</b>												
17.6.6.1. Tilt table	<b>C/W</b>						<b>2b</b>	-		<b>c</b>		-
17.6.6.2. Parallel bars	<b>C/W</b>						<b>2b</b>	-		<b>c</b>		-

		3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
1. Tasks, Knowledge And Technical References	2. Core/War-time Tasks	A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
17.6.6.3. Crutches	C/W						2b	-		c		-
17.6.6.4. Walkers	C/W						2b	-		c		-
17.6.6.5. Canes	C/W						2b	-		c		-
<b>17.7. Massage</b>												
17.7.1. Physiological effects							A	-		B		-
17.7.2. Apply procedure							2b	-		c		-
<b>17.8. Venous compression</b>												
17.8.1. Physiological effects							A	-		B		-
17.8.2. Apply procedure							2b	-		c		-
<b>17.9. Thermotherapy</b>												
17.9.1. Physiological effects	W						B	-		B		-
17.9.2. Methods of heat exchange	W						B	-		B		-
17.9.3. Thermal modalities								-				-
<b>17.9.3.1. Apply ultrasound</b>												
17.9.3.1.1. Direct contact methods	C/W						2b	-		c		-
17.9.3.1.2. Indirect contact methods	C/W						2b	-		c		-
17.9.3.1.3. Phonophoresis							B	-		B		-
17.9.3.2. Short-wave diathermy	W						a	-		c		-
17.9.3.3. Apply moist heat	W						2b	-		c		-
17.9.3.4. Apply paraffin bath	C/W						2b	-		c		-
<b>17.10. Hydrotherapy</b>												
17.10.1. Physiological effects							B	-		B		-

		3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
1. Tasks, Knowledge And Technical References	2. Core/War-time Tasks	A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
17.10.2. Apply modality	C						2b	-		c		-
<b>17.11. Electrical stimulation</b>												
17.11.1. Physiological effects	W						B	-		B		-
<b>17.11.2. Apply modality</b>												
17.11.2.1. Low Volt	C/W						2b	-		c		-
17.11.2.2. High Volt	C/W						2b	-		c		-
17.11.2.3. Transcutaneous Electrical Nerve Stimulation (TENS)							2b	-		c		-
17.11.2.4. Iontophoresis							2b	-		c		-
17.11.2.5. Interferential							2b	-		c		-
17.12. Biofeedback							a			c		
17.13. Apply ultrasound-electrical stimulation	C/W						2b	-		c		-
<b>17.14. Traction</b>												
17.14.1. Physiological effects							B	-		B		-
<b>17.14.2. Apply modality</b>												
17.14.2.1. Cervical	C/W						2b	-		c		-
17.14.2.2. Pelvic	C/W						2b	-		c		-
<b>17.15. Cryotherapy</b>												
17.15.1. Physiological effects	W						B	-		B		-
<b>17.15.2. Apply modality</b>												
17.15.2.1. Cold packs	C						2b	-		c		-
17.15.2.2. Ice massage	C						2b	-		c		-
17.16. Contrast baths	C						b	-		c		-

		3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
1. Tasks, Knowledge And Technical References	2. Core/War-time Tasks	A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
17.17. Orthopedic supports							<b>B</b>	-		<b>B</b>		-

**Note: BLK #4: Columns (1) & (2) can be re-labeled to meet CF Requirements; i.e., 2 phase 3 skill level course, 5 level QTPs.**



### 3.2. TECHNICAL REFERENCE (TR) SOURCE SUMMARY STS 4J0X2

American Physical Therapy Association's Guide for Conduct of the Affiliate Member. American Physical Therapy Association, 1111 North Fairfax Street, Alexandria VA 22314

Emergency Care and Transportation of Sick and Injured. American Academy of Orthopedic Surgeons, 1987. 4th ed. 444 North Michigan Ave., Chicago IL 60611

Daniels, Lucille and Catherine Worthingham. Muscle Testing: Techniques of Manual Examination. W.B. Saunders Co., 5th ed. 1986, Philadelphia PA.

Hayes, Karen W. Manual for Physical Agents. Appleton & Lange, 4th ed. 1993, Norfolk CT.

Hecox, Bernadette, Tsega Andemiceal Mehreteab, and Joseph Weisberg. Physical Agents, A Comprehensive Text for Physical Therapists. Appleton & Lange, 1994, Norfolk CT.

Kisner, Carolyn and Allen Colby, Therapeutic Exercise Foundations and Techniques, F.A. Davis Co., 2nd ed. 1990, Philadelphia PA.

Kottke, et al. Handbook of Physical Medicine and Rehabilitation. W.B. Saunders Co., 4th ed. Philadelphia PA.

Lippert, Lynn. Clinical Kinesiology for Physical Therapist Assistants. F.A. Davis Co., 2nd ed. 1994, Philadelphia PA.

Magee, David J., Orthopedic Physical Assessment. W.B. Saunders Co., 2nd ed. 1992, Philadelphia PA.

Purtillo, Ruth B. Health Professional-Patient Interaction. W.B. Saunders Co., 3d ed. 1984, Philadelphia PA.

Raney, R.B., Sr. and H.R. Brashear, Jr. Shand's Handbook of Orthopedic Surgery. C.V. Mosby Co., 1986, 10th ed., St. Louis MO.

Scully, Rosemary M., and Marylou R. Barnes. Physical Therapy. J.B. Lippincott Co., 1989, Philadelphia PA.

Solomon, Eldra P. and P. William Davis. Human Anatomy and Physiology. Saunders College Publishing, 1983. Text ed., Philadelphia PA.

Sorrentino, Sheila A., Textbook for Nursing Assistants. Mosby Year Book, 3rd ed. 1992, St. Louis MO.

Campbell, Susan K., Physical Therapy for Children. W.B. Saunders Co., 1995. Text ed., Philadelphia PA.

Levitt, Sophie, Treatment of Cerebral Palsy and Motor Delay. Blackwell Scientific Publishing, 1982.

#### *Section B - Course Objective List*

**4. Resident Courses.** If a written copy of the course objective list is required, contact physical therapy training at DSN 736-3338 or write to 382 TRS/XYAE, 917 Missile Road, STE 3, Sheppard AFB, TX 76311-2263. A copy will be sent to you as soon as possible.

**5. Career Development Courses.** CDC information can be obtained from the Air Force Institute for Advanced Distributed Learning (AFIADL) at Maxwell AFB, Gunter Annex, AL

### ***Section C - Support Material***

6. There are currently no support material requirements. This area is reserved.

### ***Section D - Training Course Index***

**7. Purpose.** This section of the CFETP identifies training courses available for the specialty and shows how the courses are used by each MAJCOM in their career field training programs. This area is reserved.

#### **8. Air Force In-Resident Courses.**

##### **AIR FORCE IN-RESIDENCE COURSES**

<u>Course Number</u>	<u>Course Title</u>	<u>Location</u>
J3ABR4J032 002	Physical Therapy Apprentice Course	Sheppard AFB, TX.
J3OZR4200 001	Physical Therapy/Occupational Therapy Management Symposium	Sheppard AFB, TX

##### **Air Force Institute for Advanced Distributed Learning (AFIADL) COURSES**

<u>Course Number</u>	<u>Course Title</u>	<u>Location</u>
CDC 4J052A/B	Physical Therapy Journeyman	Nonresident Course
CDC 4J072	Occupational/Physical Therapy Craftsman	Nonresident Course

##### **OTHER MAJCOM AND FOA COURSES**

<u>Course Number</u>	<u>Course Title</u>	<u>Location</u>
*3AIR7520075	Basic Instructor Course (Parts A, B, and C)	Sheppard AFB, TX.
3AIR7520072	(A)-Fundamentals of Teaching	
3AIR7520073	(B)-Practice Teaching	
3AIR7520074	(C)-AETC Training Policies and Procedures	
*3AIR7520036	Technical Training Teaching Practices	Sheppard AFB, TX.
*3AIR7520000	Basic Counseling	Sheppard AFB, TX.
**3AIR7520013	Technical Writer Principles	Sheppard AFB, TX.
**3AIR7520015	Nonresident Training Materials	Sheppard AFB, TX.
**MAFIADL100	AFIADL Course for Authors	Maxwell AFB, Gunter Annex

\* Mandatory training for Resident Instructor positions

\*\* Mandatory training for CDC Technical Writers

**For information on courses listed in this index refer to AFCAT 36-2223, USAF Formal Schools for AF in residence courses and the AFIADL Catalog for non-resident courses.**

### ***Section E - MAJCOM Unique Requirements***

9. There are currently no MAJCOM unique requirements. This area is reserved.

## ***SECTION F – Documentation of Training***

**10. Development of a Work Center Training Plan and the Enlisted Training and Competency Folder.** The focus of this training guidance is to bring all training documentation back into one “OJT” record. Over the years, training documentation has taken on many forms. Air Force Instruction 36-2201, Developing, Managing, and Conducting Training, Para 5.1.5., authorizes career field managers to bring training documentation into one “OJT” record, thus the creation of the Enlisted Training and Competency Folder. The following training information provides specific guidance along with recommended documentation, consistent with current Air Force instruction/directives. This training guidance has focused on two main areas: 1) Developing a Master Training Plan and 2) Documentation of the Training in the Enlisted Training and Competency Folder.

### **11. Developing a Master Training Plan (MTP)**

11.1. What Is It? A Master Training Plan is a reference guide developed for each section that includes all facets of training for individuals assigned. It is to be used as a reference source for the type of training and training documentation that occurs with each assigned member. The MTP is used to standardize training and to give trainers, trainees, supervisors, NCOICs, and OICs an overview of the training process for the duty section. The MTP is also used as a means to reduce the amount of paperwork previously required during the training process.

11.2. What's In It? Keep in mind that the Master Training Plan is an overview of training for the duty section; it should include all documents involved in the training process for the duty section. Training will vary from section to section and person to person, but there are certain documents that will be a standard requirement for all MTPs. They are listed below.

11.2.1. Unit Specific Orientation Checklist

11.2.2. Job description for each duty position within the duty section (see AFMAN 36-2108)

11.2.3. Dual Channel OJT Concept

11.2.3.1. Career knowledge requirements

11.2.3.2. Job qualification requirements

11.2.4. Testing procedures for CDCs

11.2.5. Uses of AF Form 623 and Job Qualification Standards (*JQSs*)

11.2.6. Performance standards/position qualification training for each duty position

11.2.7. Master Career Field Education Training Plan (CFETP)

11.2.7.1. Identifies all tasks required for the duty section

11.2.7.2. Standardized reference source for initiating individual training

11.2.7.3. Impact of training on career progression

11.2.8. Qualification Training Packages (QTPs) required to perform peacetime/wartime duties

11.2.8.1. Required for all tasks identified in the CFETP that requires completion of a QTP before certification.

11.2.8.2. Required for all tasks not listed in the CFETP and/or identified by the duty section as a high-risk procedure or task. Note: the tasks included in the CFETP have already been reviewed. Those identified as high risk usually have a QTP. Other tasks in the CFETP **do not** require QTP's.

## **12. Documentation of Training.** The Enlisted Training and Competency Folder

12.1. The purpose of this section is to provide guidelines and examples of proper documentation for the many forms used in training all medical personnel (4XXXX's). Training documentation helps us to assess readiness capability, individual strengths and weaknesses, and resources needed to support quality patient-care. It also helps us meet all JCAHO and regulatory requirements. The Enlisted Training and Competency Folder is limited to the forms presented here and those prescribed in AFI 36-2201. Your unit education and training manager can also assist you with specific questions on training documentation.

### **12.2. Documents Included in 4XXXX Training Record**

12.2.1. To assemble a 4XXXX training record, utilize a standard 6-part folder (NSN 7530-00-990-8884, Folder, 6 Section). Attach (Glue/tape/staple), centered on the front cover, a computer generated or typewritten title, "Enlisted Training and Competency Folder". In addition, include the members/trainee's full name (Last Name, First Name, Middle Initial), rank and SSAN. Other sections of the 6-part folder are discussed in detail in the paragraphs below. Parts 2 through 5 are intended to replace the existing AF Form 623 and the documents contained therein. Training documents normally filed in the AF Form 623 will be filed in the 6-part folder under parts 2 through 5 in the same sequence that they appear in the current AF Form 623. Index tabs/tabbed dividers may be used in parts that contain multiple documents. When multiple copies of any form are placed in the OJT record, they are placed in chronological order with the most current documentation on top. When building the new 6-part folder, the parts of the folder will contain the documents filed in the sequence, shown in figure 1.

ENLISTED TRAINING AND COMPETENCY FOLDER		
Jones, William G. SRA 123-45-6789		
<b>PART 1</b> - Locally required training & skills competency documentation - AF Form 55-Safety Training - AF Form 803-Task Evaluations	<b>PART 3</b> - AF Forms 1098 -- Mandatory Tng (Section A) -- Inservice (Section C)	<b>PART 5</b> - AF Form 2096 - PC III documentation
<b>PART 2</b> - AF Form 623B - CFETP - AF Form 797	<b>PART 4</b> - AF Forms 623a -- Job Description/Performance Standards Review -- Orientation was conducted -- Training progress	<b>PART 6</b> - Continuing Education to sustain National Certification

Figure 1, Organization of the 4XXXX OJT record. (4NOXX Model)

12.2.2. Part 1, is the first two-pronged section, located inside the front cover.

12.2.2.1. Section A-Locally required training and skills competency documentation. This section is for maintaining documentation required by other regulatory guidance that is not maintained elsewhere in the OJT record, regardless of grade or training status.

12.2.2.2. Section B-AF Form 55, *Employee Safety and Health Record*. Regardless of grade or training status, AF Form 55 for the member is maintained in part 1. AFI 91-301, *Air Force Occupational and Environmental Safety, Fire Protection, and Health (AFOSH) Program*, June 1996, authorizes supervisors to file the AF Form 55 with the AF Form 623, Individual Training Record (formerly known as On-The-Job Training Record). In addition, AF Form 803, *Report of Task Evaluations*, will be filed in this section.

12.2.3. Part 2 is the second two-pronged section.

12.2.3.1. Section A-AF Form 623B, Individual Training Record (front and inside cover). Attach the front cover of member's current AF Form 623, onto part 2 of the 6-part folder. **Note: Maintenance of AF Form 623 is mandatory for Airman in ranks Airman Basic through Technical Sergeant. In addition, an AF Form 623 is required for SNCOs, regardless of grade, in retraining status or as directed by the Air Force Career Field Manager, commanders, or supervisors.** Insure all appropriate areas of the form are properly completed before posting in part 2. This document is formally recognized by the personnel system in contingencies and deployments as the official "cover" formal training record. ***NOTE: If available, AF Form 623B will be used in lieu of AF Form 623.***

12.2.3.2. Section B-Career Field Education and Training Plan (CFETP). The Specialty Training Standard (STS) contained within the CFETP will be used to record training proficiency in mandatory core tasks and various tasks that are required for an individual to perform duties in a specific work area. A master task listing for the work center is maintained in the master training plan for the duty section. Circle all core tasks and only those other tasks the individual is required to perform in his/her current duty position.

12.2.3.3. Section C-AF Form 797, *Job Qualification Standard Continuation/Command JQS*. These forms will be used to document training for tasks that are not otherwise documented in the CFETP or tasks that are waived by the MAJCOM (see AFI 36-2201, para 4.11.6.2, AFMAN 36-2247, para 5.10 and figure 2 below).

JOB QUALIFICATION STANDARD CONTINUATION/COMMAND JQS					
TASKS, KNOWLEDGE, AND TECHNICAL REFERENCES	CORE TASK	CERTIFICATION			
		START DATE	COMPLETE DATE	TRAINEE'S INITIALS	CERTIFYING OFFICIAL'S INITIALS
1. Perform Surgical Asepsis Procedures, TR: Text book for Nursing Assistants, 3 <sup>rd</sup> ed., CDC 4J052A, Vol. 3					
2. Perform Orthopedic Knee Evaluations; TR: Orthopedic Physical Assessment, 2 <sup>nd</sup> ed., CDC 4J052B Vol. 3					
2.1. Drape Patient Appropriately					
2.2. Take Patient History					
TRAINEE NAME (LAST, FIRST, MI)	CFETP/JQS NUMBER			PAGE NO	

**AF FORM 797, FEB 99 (EF-V1)**

PREVIOUS EDITIONS ARE OBSOLETE

Figure 2, Sample AF Form 797 documentation.

12.2.4. Part 3, is the third two-pronged section.

12.2.4.1. AF Form 1098, *Special Task Certification and Recurring Training*. This form is used to document qualification in tasks that require recurring, mandatory, and/or inservice training. Although not mandated, this part can contain separate indexed tabs/tabbed dividers for the documentation of different categories of training. The following subparagraphs provide examples of how part 3 can be subdivided to document specific types of special or recurring training.

12.2.4.1.1. Section A-To document mandatory recurring training (see figure 3). Examples are BLS training, Patient Sensitivity training, and other mandated training as stipulated by JCAHO standards, Air Force, or facility directives. Mandatory training requirements may vary from facility to facility. These requirements should, at a minimum, be reviewed on an annual basis and updated as required.

SPECIAL TASK CERTIFICATION AND RECURRING TRAINING							
TASK OR RECURRING TRAINING AND TECHNICAL REFERENCES  A.	DATE COMPLETED  B.	SIGNATURE OF CERTIFYING OFFICIAL  C.	INITIAL OF TRAINEE  D.	EVALUATION OF TRAINING			
				SCORE OR HOURS  E.	TYPE  F.	FRE- QUENCY  G.	DUE DATE  H.
BLS TRAINING	1 APR 99			4	C	Bi-Ann	1Apr 01
BLS TRAINING							
Patient Sensitivity	20 Mar 99			P		A	20 Mar 00
Hospital Safety	12 May 99			P		A	12 May 00
QA&I	12 May 99			P		A	12 May 00
<b>MANDATORY TRAINING DOCUMENTATION</b>							
Infection Control	12 May 99			P		A	12 May 00
NAME OF TRAINEE (LAST, FIRST, MIDDLE INITIAL)		GRADE	UNIT AND OFFICE SYMBOL				
JONES, WILLIAM J.		SrA	SGHY				

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Figure 3, Sample mandatory, recurring training documentation

12.2.4.1.2. Section B-Qualification Training Package: This section will be used to document ongoing completion of Qualification Training Packages (QTP's) if applicable (see figure 4). Air National Guard sustainment training will also be documented in this section. Air Force Reserve sustainment training will be documented on AFRES overprint of AF Form 1098, and filed in this section. The initial completion of a QTP is documented in the CFETP. ***Each QTP required for the duty section will be maintained in the Master Training Plan (MTP) and will be used as a training source document. Locally developed competency packages can be utilized until QTP's are available. Presently, there are no QTPs for this specialty.***

12.2.4.1.3. Section C-In-service training. Will be used to document all completed competency validations, as well as any validations from continuing education or in-service training (see figure 5).

SPECIAL TASK CERTIFICATION AND RECURRING TRAINING							
TASK OR RECURRING TRAINING AND TECHNICAL REFERENCES  A.	DATE COMPLETED  B.	SIGNATURE OF CERTIFYING OFFICIAL  C.	INITIAL OF TRAINEE  D.	EVALUATION OF TRAINING			
				SCORE OR HOURS  E.	TYPE  F.	FRE- QUENCY  G.	DUE DATE  H.
Sterilization Procedures QTP 4NOX1-Vol 1, Module 7	27 Apr 99			P		A	27 Apr 00
Blood from venipuncture QTP 4NOX1-Vol 1, Module 1	5 May 99			P		A	5 May 00
IV infusion /Blood Administration QTP 4NOX1-Vol 1, Module 12/13	10 May 99			P		A	10 May 00
NAME OF TRAINEE (LAST, FIRST, MIDDLE INITIAL) JONES, WILLIAM J.		GRADE SrA		UNIT AND OFFICE SYMBOL SGHY			

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Figure 4, Sample ongoing QTP documentation.

SPECIAL TASK CERTIFICATION AND RECURRING TRAINING							
TASK OR RECURRING TRAINING AND TECHNICAL REFERENCES  A.	DATE COMPLETED  B.	SIGNATURE OF CERTIFYING OFFICIAL  C.	INITIAL OF TRAINEE  D.	EVALUATION OF TRAINING			
				SCORE OR HOURS  E.	TYPE  F.	FRE- QUENCY  G.	DUE DATE  H.
Legal Issues in physical therapy, Capt Reardon	12 Apr 99			1 hour			
Soft Tissue Trauma Maj Blue	15 May 99			2 hours			
Pediatric Emergencies LtCol Johnson	22 May 99			2 hours			
Special Diets for Diabetics Capt Tolle	6 June 99			1 hour			
<b>INSERVICE TRAINING DOCUMENTATION</b>							
NAME OF TRAINEE (LAST, FIRST, MIDDLE INITIAL) JONES, WILLIAM J.		GRADE SrA		UNIT AND OFFICE SYMBOL SGHY			

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Figure 5, Sample inservice training documentation.



12.2.5. Part 4, is the fourth two-pronged section.

12.2.5.1. AF Form 623A, *OJT Training Record Continuation Sheet*. This form will be utilized to document all progress of individual training to include facility orientation, duty section specific orientation, upgrade/job qualification training progress/status, additional pertinent training, career development course (CDC) failures/corrective actions, skill level/task decertification procedures, and supervisor/trainer/certifier entries. The entire process must be well documented on these forms (See Figure 6, 6.1, 6.2). All individuals involved in the training process must document training progress as it occurs. Progress/status of members in upgrade training will be documented *at least monthly*.

12.2.5.1.1. Upgrade Training (5-7-9 skill levels)

12.2.5.1.2. Document the member's entry into upgrade training and periodic (minimum, at least monthly) evaluations of training progress.

12.2.5.1.3. Information on extensions, waiver requests, or breaks in training should also be clearly documented with copies of any related correspondence.

12.2.5.1.4. Any further training pertinent to the duty section and or unit effectiveness can also be documented on the AF Form 623A; i.e. job qualification.

12.2.5.1.5. Document any decertification proceedings to include dates, reasons for decertification and other applicable information on the AF Form 623A.

12.2.5.1.6. Once an individual completes upgrade training commensurate to his/her rank and maintains an appropriate skill level, his/her supervisor should continue to review requirements, progress, and individual training needs. OJT record reviews should, at a minimum, coincide with member's performance feedback to ensure documentation currency and appropriateness.

**ON - THE - JOB TRAINING RECORD****CONTINUATION SHEET**

14 Feb 1995

SrA Jones is assigned to the Physical Therapy Clinic on this date. SSgt Smith has been assigned as a trainer for SrA Jones. SSgt Smith will orient SrA Jones to the unit using the Physical Therapy Clinic orientation checklist located in the Master Training Plan dated 17 March 94. An initial interview was accomplished on this date. SrA Jones enjoyed his hospital orientation and is looking forward to the unit orientation. He expressed his concern on meeting previously scheduled appointments while under the unit orientation. I informed SrA Jones that time to attend his appointments would be scheduled as needed. SrA Jones stated that his goals during the orientation process were to learn as much as possible and to question the trainers when he was not clear as to the training provided. SrA Jones seems to be very enthusiastic about working on the ward and has expressed his desire to take on any challenges that the trainers have to offer.

SrA Jones

SSgt Smith

Physical Therapy Clinic

27 Feb 1995

A mid-orientation progress check was accomplished on this date. SrA Jones has progressed throughout the Physical Therapy Clinic orientation checklist dated 17 Mar 94, with little to no difficulty. He completed his review of the unit specific OI's and has begun required reading of applicable hospital OI's. SrA Jones will complete the remainder of his orientation beginning 28 Feb 95.

SrA Jones

SSgt Smith

Physical Therapy Clinic

12 Mar 95

SrA Jones has completed all training on the Physical Therapy Clinic unit orientation checklist dated 17 Mar 94. A review of the checklist with SrA Jones indicates that he was knowledgeable of all items discussed. SrA Jones stated that he feels comfortable with the training provided and believes that he is ready to be released from orientation. I recommend SrA Jones be released from orientation on this date.

SrA Jones

SSgt Smith

Physical Therapy Clinic

Concur

Concur

**MSgt Finish, NCOIC**  
**Physical Therapy Clinic****Capt Done, OIC**  
**Physical Therapy Clinic****SAMPLE ORIENTATION DOCUMENTATION**

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Figure 6, Sample Initial Upgrade Training Briefing

**ON - THE - JOB TRAINING RECORD**

**CONTINUATION SHEET**

**INITIAL BRIEFING**

**(Trainee Orientation)**

\_\_\_\_\_ has been briefed on the On-The-Job Training (OJT) Program and how he/she fits into the program while in upgrade training (UGT). Upgrade training was explained as a dual-channel process designed to qualify an airman for skill level upgrade. Dual-channel OJT is a systematic reportable application of self-study and the craftsman/apprentice principle. Trainees acquire job qualification while performing on the job under supervision. This combination, knowledge and job position qualification constitutes the dual-channel concept. Requirements from AFI's 36-2101, 36-2201 and AFMAN 36-2108 were covered. AF Forms 623, 623A, 797, 2096, and the CFETP, STS/JQS or automated JQS, which serves to make up the individual training record, was explained. Responsibilities of the commander, base training, unit education and training manager (ETM), immediate supervisor, trainer, and trainee were discussed. The career development course (CDC) was briefly discussed and will be explained in detail when the CDC arrives, if applicable. Requirements for upgrade in your AFSC \_\_\_\_\_ are: (1) Satisfactory completion of CDC \_\_\_\_\_; (2) Supervisor certify job qualifications with adequate hands on training; (3) Meet typing proficiency of \_\_\_\_\_ WPM per AFMAN 36-2108, if applicable; (4) Completion of 7 skill level school, if applicable and; (5) Supervisor recommendation for upgrade. Each airman in grades E1 through E6 (and SNCO's in retraining status) has an AF Form 623, which must contain a CFETP or JQS. The CFETP or JQS may contain 150 or more separate tasks but it should be annotated to show only those tasks the airman is required to perform in his/her current duty position, all AFMAN 36-2108 mandatory requirements for upgrade, and core task requirements. In the JQS there is a space for both the supervisor and the trainee to initial to certify training is complete. In the CFETP, the trainer, trainee, and certifier have a space to initial when training is completed. After upgrade the CFETP or JQS will continue to be used to document further qualification training.

\_\_\_\_\_  
**SUPERVISOR'S SIGNATURE**

\_\_\_\_\_  
**TRAINEE'S SIGNATURE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
LAST NAME    FIRST NAME    MIDDLE INITIAL

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Figure 6.1 Sample Initial Upgrade Training Briefing

**ON - THE - JOB TRAINING RECORD****CONTINUATION SHEET*****TRAINEE'S RESPONSIBILITIES DURING UPGRADE TRAINING (UGT)***

1. Read and understand your Air Force Specialty (AFS) description, training requirements, objectives, and training record (AF Form 623).
2. Budget time (on and off-duty) for timely completion of CDC's and keep all CDC materials for future reference and study.
3. Attain and maintain qualification in your assigned AFS.
4. After CDC briefing trainee will do the following: (Read and initial)
  - \_\_\_\_\_ a. Read "Your Key to a Successful Course."
  - \_\_\_\_\_ b. Make all required course corrections and return entire package to your supervisor.
  - \_\_\_\_\_ c. When you are issued your first volume you will read and study the volume, chapter, and answer chapter review exercise (CRE) and the volume review exercise (VRE) or the self-test questions and the unit review exercises (URE). Questions are to be answered in the space provided when possible. Highlight/reference where answers are found in the most effective manner determined by the supervisor.
  - \_\_\_\_\_ d. Supervisor will check CRE and self-test questions for accuracy and completeness. You will correct all incorrect responses.
  - \_\_\_\_\_ e. Supervisor issues the ECI Form 34 (Field Scoring Sheet) for you to transcribe your answers from the URE. The URE's are teaching devices and must be administered as open book exercises. All scores less than 100 percent require review training.
  - \_\_\_\_\_ f. Minimum acceptable training consists of correcting incorrect responses, reading the appropriate area from which the question was taken, and a verbal question and answer session.
  - \_\_\_\_\_ g. Your next volume is issued by your supervisor. You must work it in the same manner as above for the entire course.
  - \_\_\_\_\_ h. Upon completion of your last volume you and your supervisor will immediately start a comprehensive review of the entire CDC to prepare for your course examination.
5. Review and discuss training requirements with supervisor regularly. Provide input on your training and ask questions.
6. Upon satisfactory completion of your career knowledge training, position qualification, and mandatory requirements listed in AFMAN 36-2108, your supervisor will initiate upgrade action on you.

***SUPERVISOR'S SIGNATURE******TRAINEE'S SIGNATURE******DATE***\_\_\_\_\_  
LAST NAME FIRST NAME MIDDLE INITIAL**AF FORM 623A MAR 79** PREVIOUS EDITION WILL BE USED

Figure 6.2, Sample Upgrade Documentation

12.2.5.2. The Job Description/Performance Standards for each duty position should be maintained in a Master Training Plan (MTP) within individual duty sections. An AF Form 623A reflecting the member's job description/performance standard will be maintained in Part 4 of the OJT record. Note: An AF Form 623A overprint/automated product may be used to document both supervisor/subordinate reviews (see figure 7). The following statements will be annotated and jointly reviewed by the supervisor and subordinate:

12.2.5.2.1. "I know where to find a current copy of my Job Description/ Performance Standards."

12.2.5.2.2 "I have read, discussed with my supervisor, and understand my Job Description/Performance Standards."

12.2.5.2.3. "I understand my duties and responsibilities for the position that I am currently working in."

12.2.5.2.4. "If I have questions or concerns about my Job Description/Performance Standards, I will seek assistance from my supervisory personnel in my chain of command."

12.2.5.2.5. "It is my responsibility to review my Job Description/Performance Standards with my supervisor annually, and with each change in supervisor/duty position."

12.2.5.2.6. A signature and date block for both supervisor and subordinate will reflect mutual understanding of above statements. Recommend several signature and date spaces for continual review process be included.

ON-THE-JOB TRAINING RECORD CONTINUATION SHEET
<p>23 July 1995</p> <p>I KNOW WHERE TO FIND A CURRENT COPY OF MY JOB DESCRIPTION/ PERFORMANCE STANDARDS. I HAVE READ, DISCUSSED WITH MY SUPERVISOR, AND UNDERSTAND MY JOB DESCRIPTION/PERFORMANCE STANDARDS. I UNDERSTAND MY DUTIES AND RESPONSIBILITIES FOR THE POSITION THAT I AM CURRENTLY WORKING IN. IF I HAVE QUESTIONS OR CONCERNS ABOUT MY JOB DESCRIPTION/PERFORMANCE STANDARDS. I WILL SEEK ASSISTANCE FROM MY SUPERVISORY PERSONNEL IN MY CHAIN OF COMMAND. IT IS MY RESPONSIBILITY TO REVIEW MY JOB DESCRIPTION/PERFORMANCE STANDARDS WITH MY SUPERVISOR DURING EACH FEEDBACK SESSION AND WITH EACH CHANGE IN SUPERVISOR/DUTY POSITION.</p> <p>William Jones, SrA Physical Therapy Clinic 23 July 95</p> <p>SrA Jones has completed his review of his Job Description/Performance Standards on this date. I am confident that he is thoroughly familiar with standards and expectations. At this time SrA Jones has no questions or concerns.</p> <p>John Smith, TSgt, USAF OJT Trainer Physical Therapy Clinic</p>
<p>TRAINEE NAME Jones, William G.</p>

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Figure 7, Sample job description/performance standards review.

12.2.6. Part 5, is the fifth two-pronged section.

12.2.6.1. AF Form 2096, *Classification/On-The-Job Training Actions*. This form will be used to document official training actions, i.e., award of skill level, training status changes, decertifications, and award of special experience identifiers (SEI's). NOTE: A PC III automated document may be substituted for AF Form 2096.

12.2.7. Part 6, is the sixth two-pronged section.

12.2.7.1. Continuing Education. This part will contain the National Certification/Registration and Continuing Education Reports as applicable to the members AFSC/current duty position, (see figure 8). The form must contain documentation of the individual's current certification card number and expiration date. **Supervisors and individuals should continually monitor CEU status for AFSC's requiring specialty certification to ensure no lapses in certification occur.** A sample of the National Registry of Emergency Medical Technicians (NREMT) form appears below.

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